



## **Student Council Constitution, KDU College**

### **1.0 CLUB/SOCIETY**

#### **1.1 OFFICIAL NAME**

The name of this club shall be **STUDENT COUNCIL**, here in after called the SC.

#### **1.2 ADDRESS**

##### **1.2.1 Registered Address**

Club's registered address (including business address, corresponding and club's operation) is in;

##### **STUDENT & ALUMNI CENTRE (SAC)**

**KDU College**

**Damansara Jaya**

**SS22/41, Damansara Jaya**

**Petaling Jaya,**

**Selangor Darul Ehsan**

**MALAYSIA**

1.2.2 This address cannot be change without approval from Student & Alumni Centre and can only be enforced after the written approval from Student & Alumni Centre.

#### **1.3 DEFINITION**

1.3.1 **Student Council** is defined by **SC**.

1.3.2 **Student Council Election** is defined by annual election held before **30<sup>th</sup> April** to elect the Executive Council position.

1.3.3 **Executive Council** is defined by the Top 7 positions elected during the Student Council Election or nominated by the Head of School in any case of lack of candidates registered during the Candidacy Nomination Period.

1.3.4 **School Representative** is defined by the President and Secretary who are by default members of Student Council's members after being elected through school-level election.

1.3.5 **Club Members** is defined by all current and registered KDU students including students who are going for industrial training or waiting for Convocation Day.

## **1.4 OBJECTIVES**

- 1.4.1 The purpose of the SC shall be to;
  - 1.4.1.1 Build a sense of belonging and unity among KDU community
  - 1.4.1.2 Promote togetherness regardless of race, religion or culture.
  - 1.4.1.3 Encourage the interaction of students via involvement in activities organised and enrich their academic life in achieving a holistic education.
  - 1.4.1.4 Promote and protect the welfare, rights and privilege of students.
  - 1.4.1.5 Assist Student & Alumni Centre in planning, organising and coordinating all KDU campus-wide activities.
  - 1.4.1.6 Act as communication link between the management of KDU and the students.
  - 1.4.1.7 Act as the channel for students' point of view.

## **1.5 LOGO**

- 1.5.1 Official Logo



- 1.5.2 SC's Logo must be visible at all circulated materials for any events organised by SC.

## **2.0 MEMBERSHIP**

### **2.1 CLUB'S MEMBERSHIP**

- 2.1.1 All KDU students are automatically a Student Council if they fulfil the following requirements;
  - 2.1.1.1 Current and registered KDU University College students.
  - 2.1.1.2 Current and registered KDU University College students who currently doing an internship/industrial training.
  - 2.1.1.3 Current and registered KDU University College students who is waiting for Convocation Day.

### **2.2 CLUB'S MEMBERSHIP RIGHTS**

- 2.2.1 Club's members are entitled to;
  - 2.2.1.1 Have the opportunity to be nominated, to vote and to present ideas and opinions to Executive Council.
  - 2.2.1.2 Proposed, support and provide advice on matters related to benefit of its members and Student Council.

- 2.2.1.3 Running for the Executive Council's position but is subject to the following conditions;
  - 2.2.1.3.1 No disciplinary offenses pending or has been found guilty of a disciplinary offense.
  - 2.2.1.3.2 Not a **FINAL YEAR** student.
  - 2.2.1.3.3 Not going for **INDUSTRIAL TRAINING** during his/her term of office.
  - 2.2.1.3.4 Satisfactory academic achievement and recommended by Head of School.
- 2.2.1.4 Involved in any events/activities organised by Student Council.

### **3.0 EXECUTIVE COUNCIL**

#### **3.1** The Executive Council shall consists of;

- 3.1.1 President
- 3.1.2 Vice President (1)
- 3.1.3 Vice President (2)
- 3.1.4 Secretary
- 3.1.5 Treasurer
- 3.1.6 Public Relations
- 3.1.7 Business Development
- 3.1.8 Schools' Representatives

#### **3.2 TERM OF OFFICE**

- 3.2.1 Student Council must hold their position on a one (1) year term commencing from May until April.
- 3.2.2 Student Council Election must be done before April every year.

#### **3.3 ROLES & RESPONSIBILITIES**

##### **3.3.1 President**

- 3.3.1.1 To motivate and lead Student Council.
- 3.3.1.2 To communicate explicitly the goals and objectives of Student Council to KDU students.
- 3.3.1.3 To be responsible for the day-to-day management of delegating operations and welfare of the Student Council.
- 3.3.1.4 To be the Chairperson for all Student Council's meeting.
- 3.3.1.5 To choose and delegate the representatives from Executive Council or Student Council's members to attend Senate Meetings, KDU Management Meetings, MQA interviews and etc. when invited.

- 3.3.2 **Vice President (1)**
  - 3.3.2.1 To assist the President in discharging duties.
  - 3.3.2.2 To act for the President in his/her absence.
  - 3.3.2.3 To promote and protect the welfare, rights and privileges of students by taking down students' suggestions, complaints and working together with Student & Alumni Centre to solve them.
- 3.3.3 **Vice President (2)**
  - 3.3.3.1 To assist the President by carrying out tasks in student universities.
  - 3.3.3.2 To act for the President; in his/her and the Vice President (1) absence.
  - 3.3.3.3 To be responsible for the smooth running of all Student Council's events and activities.
  - 3.3.3.4 To be in-charge of Student Council's proposals and event review report.
- 3.3.4 **Secretary**
  - 3.3.4.1 To be responsible for keeping printed records of all official documents and minutes.
  - 3.3.4.2 To take minutes for all meetings.
  - 3.3.4.3 To notify Executive Council of dates, time and venue for all meetings.
  - 3.3.4.4 To circulate copies of the meeting minutes and file the original copy.
  - 3.3.4.5 To update the Club's file from time to time.
- 3.3.5 **Treasurer**
  - 3.3.5.1 To be responsible for the financial statement preparation of Student Council and it's updating at the end of every month according to the generally accepted accounting principles.
  - 3.3.5.2 To be responsible for the execution of all financial transactions of Student Council.
  - 3.3.5.3 To execute prudent financial transactions to ensure Student Council is financially strong.
  - 3.3.5.4 To send a copy of the most recent and updated financial records at the end of every month and a detailed report at the end of the semester (to be first approved by Student & Alumni Centre)
  - 3.3.5.5 To close Student Council's account two (2) weeks before the end of Student Council's term.
- 3.3.6 **Public Relations**
  - 3.3.6.1 To keeps student informed of all the development of Student Council.
  - 3.3.6.2 To get in touch with Student Council's members as and when necessary.

- 3.3.6.3 To conduct all promotional efforts of Student Council's events and activities.
- 3.3.6.4 To maintain Student Council's Facebook page.
- 3.3.6.5 To arrange photographer for Student Council's events and activities.
- 3.3.6.6 To do write-up for Student Council's events and activities.
- 3.3.6.7 To prepare attractive publicity tools to be used for advertisements.
- 3.3.6.8 To set up publicity booth if necessary.
- 3.3.7 **Business Development Exco**
  - 3.3.7.1 To create business opportunity for Student Council's events and activities.
  - 3.3.7.2 To increase Student Council's fund through organising events and activities.
  - 3.3.7.3 To organised projects that will generate profit for Student Council.
- 3.3.8 **School Representatives**
  - 3.3.8.1 To serve as the spokesperson for the schools.
  - 3.3.8.2 To represent the interest and issues from their schools.
  - 3.3.8.3 To serve as the liaison between Student Council and their respective school.

## **4.0 STUDENT COUNCIL'S ELECTION**

### **4.1 ELECTION COMMITTEE**

- 4.1.1 Recruitment for Election Committee will be done at least one (1) month before the Student Council's Election Day.
- 4.1.2 Election Committee is defined by a group of current, on-campus students (at the time of the Election) who volunteer to be the group of people organising the Student Council's Election.
- 4.1.3 Student & Alumni Centre will conduct a briefing for Election Committee to explain the roles and responsibilities as the Election Committee
- 4.1.4 Election Committee cannot nominate themselves as election candidates.

### **4.2 NOMINATION PROCESS**

- 4.2.1 Election Committee and Student and Alumni Centre will announce dates for candidacy nomination period and election date.
- 4.2.2 Election Committee and Student & Alumni Centre will have the rights to limit the number of candidates for each position.
- 4.2.3 Announcement for candidacy nomination period will be made through posters and mass email to all KDU students.
- 4.2.4 There will be five (5) positions to be elected;
  - 4.2.4.1 President
  - 4.2.4.2 Secretary

- 4.2.4.3 Treasurer
- 4.2.4.4 Public Relations Executive Council
- 4.2.4.5 Business Development Executive Council
- 4.2.5 Two (2) Vice President will be automatically elected from the candidates who get the second and the third lowest vote for President's position.
- 4.2.6 KDU students who want to be the candidate for the election will fill up Student Council Nomination Form available at Student & Alumni Centre.
- 4.2.7 In a situation where; after the Candidacy Nomination Period close and there are not enough candidates for each position, Head of School will nominate two (2) students to be the candidates and run for the election. These two candidates are not the School Representatives who already the Executive Council by default.
- 4.2.8 In a situation where; after the Candidacy Nomination Period close and after the schools have nominated the candidates; and there are still not enough candidates to run for the election, the Executive Council positions will be fulfil by these candidates after the meeting and discussion attended by Student & Alumni Centre, Head of Schools and the candidates themselves.

### **4.3 CAMPAIGN**

- 4.3.1 Campaigning will be permitted only at KDU's ground and candidate's own social media sites.
- 4.3.2 Each candidate will be permitted to design their own poster and will be posted in a place designated by Election Committee and Student & Alumni Centre.
- 4.3.3 No candidate will be permitted to distribute any articles such as money, candy, notes or other monetary items.
- 4.3.4 Candidates will be briefed and have to prepare their manifesto during the nomination period.
- 4.3.5 Student & Alumni Centre will go through all candidates' manifesto which they will use during their campaign.
- 4.3.6 Candidates have to write their manifesto;
  - 4.3.6.1 In realistic and achievable manner
  - 4.3.6.2 By not discrediting and disrespecting others candidates or specific group of students
  - 4.3.6.3 Relevant and focus on the role that they want to be elected.

#### **4.4 ELECTION DAY**

- 4.4.1 Voting will be done by a secret ballot in a central location on the campus.
- 4.4.2 All KDU Students are compulsory to cast their vote during the Election Day. All votes are confidential.
- 4.4.3 KDU students have the rights to vote one (1) for every position.
- 4.4.4 Election Committee and Student & Alumni Centre will be organising and overseeing the election's venue, voters' registration, vote counting and the announcement of the unofficial results.
- 4.4.5 Unofficial results will be announced as soon as the vote counting process is complete and the ballots are tallied.
- 4.4.6 Unofficial Results is defined by the results of the vote counting by the end of the Election Day and verified by the Student & Alumni Centre.

#### **4.5 INSTALLATION**

- 4.5.1 The official result will be announced within one (1) day after the Election Day to await the event of any dispute regarding the results of the votes, the winner's status is invalid or unclear, the winner decides to withdraw or refused to accept the position.
- 4.5.2 All winners will have to attend a briefing to explain their roles and responsibilities before the Student Council's Installation.
- 4.5.3 A Letter of Appointment will be present during the installation that stated the roles and responsibilities of all Executive Council's position and their term of office.
- 4.5.4 In the event where the elected Executive Council is unable to fulfil his/her role to which he/she was elected, the candidate who was the first runner-up for the position will fulfil the obligation of that office. If there was no runner-up, the Council will elect an individual to maintain that position through nomination by any Executive Council and an interview with Student & Alumni Centre.

### **5.0 MEETINGS**

#### **5.1 TYPES OF MEETING**

- 5.1.1 There should be at least four (4) types of meetings for Student Council
  - 5.1.1.1 Extraordinary General Meeting (EGM)
  - 5.1.1.2 Executive Council Meeting
  - 5.1.1.3 Organizing Committee Meeting
  - 5.1.1.4 Ad Hoc Meeting
- 5.1.2 The manner to conduct these meetings shall follow accordingly as stated in Chapter 3, Club & Society Handbook.
- 5.1.3 Executive Council are required to attend all meetings. If they are unable to attend any meeting, an email or any sort of communication must be made before the meeting.

## **6.0 ORGANISING EVENTS AND ACTIVITIES**

### **6.1 ORIENTATION**

- 6.1.1 Student Council shall plan, organise and conduct KDU Orientation Day/Programme for every intake together with Student & Alumni Centre's support.
- 6.1.2 The Orientation Day/Programme itinerary and budget will be discussed together and approved by Student & Alumni Centre.

### **6.2 FRESHIE NIGHT**

- 6.2.1 Student Council shall plan, organise and conduct Freshie Night at least twice (2) a year.
- 6.2.2 The Freshie Night itinerary and budget will be discussed together and approved by Student & Alumni Centre.

- 6.3 The manner to conduct all other events and activities shall follow accordingly as stated in Chapter 4, Club & Society Handbook.

## **7.0 DISCIPLINARY ACTION**

- 7.1 Executive Council are expected to show a good attitude and manners as the representatives of KDU students.
- 7.2 Executive Council are expected to maintain their academic records while living up to the roles and responsibilities throughout their tenure of the Executive Council's term.
- 7.3 The following action will be taken by Student & Alumni Centre based on the pretext of there (3) semesters regardless of manner, frequency or occurrences of the absentees:
  - 7.3.1 First time absent – Verbal Warning
  - 7.3.2 Second time absent – Warning Letter
  - 7.3.3 Third time absent – Termination from Executive Council.
- 7.4 Any Executive Council who does not carry out his/her duties in accordance with the Constitution will be asked to step down from the Executive Council's position by a two-third majority of the Executive Council, initiated only by any of the Top 4 Executive Council's position.

## **8.0 CHANGES AND AMENDMENT OF CONSTITUTION**

- 8.1 Changes of any items in constitution can be discussed during the Executive Council's meeting and should be presented to Student & Alumni Centre.
- 8.2 Student & Alumni Centre will look into the propose changes and further discussion will be made with Executive Council.
- 8.3 Depending of the changes and amendment, any changes or amendment shall be made known to Executive Council and Student Council's members.



## **9.0 ADVISOR SELECTION**

- 9.1** Student & Alumni Centre will elect one (1) staff to be the Club Advisor for Student Council.
- 9.2** The roles and responsibilities of a Club Advisor shall follow as stated in Chapter 5, Club and Society Handbook.